Department of the Army
Acquisition Career Field Certification
Interim Policy and Procedures
February 21, 2007

1. **PURPOSE.** The Under Secretary of Defense for Acquisition, Technology and Logistics (USD (AT&L)) approves the education, experience, and training required to meet the standards for certification in Acquisition, Logistics and Technology (ALT) career fields. Army commands and organizations determine the Level (I, II, or III) of certification required for their acquisition positions based on the complexity of duties carried out in that category of positions. (All Critical Acquisition Positions ((CAPs) and Key Leadership Positions (KLPs) require Level III certification.) This document establishes the policy and procedures through which the Army processes Acquisition certifications and amplifies USD(AT&L's) guidance contained in the DoD Desk Guide for AT&L Workforce Career Management.

2. **REFERENCES.** See Appendix 1

3. **APPLICABILITY AND SCOPE.** This document applies to all Army civilian and Active and Reserve Component military ALT workforce members, Army's non-ALT certification applicants, as well as non-Army certification applicants being considered for tentative selection for an Army CAP and seeking certification in an Acquisition Career Field (ACF). Note: References to the ALT workforce throughout this document include members of the Army Acquisition Corps (AAC).

4. **POLICY.**
   a. Acquisition certification standards are published annually and maintained in the Defense Acquisition University (DAU) on-line Catalog. The web-based version of the DAU Catalog, located at http://www.dau.mil/catalog/Appendix_B.pdf, is the official source of standards and is updated as needed.
   b. Army ALT workforce members must become certified in the ACF in which the encumbered position is designated and to the level for their current position before requesting certification in another ACF. Position certification must be obtained within 24 months of assignment to the position or a waiver must be initiated and approved.
   c. An individual may not be certified through a waiver. Certification may only be achieved by meeting the education, experience and training standards required for each designated level in an ACF.
   d. The DoD Acquisition Career Management Mandatory Course Fulfillment Program (ADS-99-03-GD) enables individuals to receive credit for completion of mandatory DAU courses for which they can demonstrate competency in all specified areas (see Appendix 3). While fulfillment of DAU training is an alternative, course attendance is preferable. The DoD details, policy, procedures, DD Form 2518, and the self-assessment forms (listing the competencies) can be found at http://www.dau.mil/workforce/pdf/Fulfillment.pdf.
   e. The DAU Catalog provides a listing of courses from other training providers that have been certified equivalent to the DAU curriculum courses. Equivalent courses may be credited in lieu of the mandatory DAU course only during the

dates indicated in the current on-line catalog.

f. Up to 12 months of training or education in the individual's primary ACF may be counted toward meeting the experience standard for certification. However, it may not be substituted for the first year of acquisition experience.

g. Experience standards require that individual positions, occupied by the ALT workforce member, must be identified and coded in the Career Acquisition Personnel and Position Personnel Management Information System (CAPPMIS) (Section IX of the ACRB) in order to meet the specialized experience requirement of the ACF. For example, in order to obtain Level II Contracting certification, the position must have been coded with an Acquisition Position Category (APC) of "C" (for contracting) for a minimum of 24 months in order to meet the specialized experience requirement of that ACF. Further, the same months of experience utilized to obtain certification in one ACF, may not be applied to meet the standards of an additional ACF. Acquisition military officers should consult their respective assignment officers for position and experience coding requirements for certification.

h. When certification standards are changed, an individual certified at a particular level remains certified at that level, regardless of any new requirements made effective after the date of the certification.

i. Only the Army ACF Functional Chief Representative (FCR) or his or her representative (FCRR) may appoint a Certifying Official (CO). The CO must be an AAC member, currently serving in an acquisition position, certified Level III in the ACF to which appointed, and at least a GS-14/broadband/pay band equivalent or Lieutenant Colonel.

j. Final authority lies with the FCR/FCRR to challenge, invalidate, or uphold any certification decision rendered by a CO.

k. All certification packages must first be reviewed by a Reviewing Official and then sent directly to the CO. Certifications will not be accepted as valid unless they follow the procedures outlined in this document.

l. The system-generated certificate, if available, is the official document of record. If unavailable, the Acquisition Career Record Brief (ACRB), Officer Record Brief (ORB), Enlisted Record Brief (ERB), Army Reserve Acquisition Career Management Information System (ARACMIS) is the official certification document. The ALT workforce member is responsible for keeping a copy of this official document in his/her personal records. NOTES: 1. Non-Army applicant's official document of record will be a non-system generated document. 2. Army unique requirements exist for some of the ACFs. (APPENDIX 4)

5. **RESPONSIBILITIES.**

a. The Deputy Director, Acquisition Career Management (DDACM), under the authority delegated by the Director, Acquisition Career Management (DACM), shall establish policy and procedures that provide a common foundation of knowledge necessary to ensure the validation of certification is consistent Army-wide and is in accordance with references.

b. The FCR/FCRR, with assistance from the U.S. Army Acquisition Support Center (USAASC), is responsible for designating senior ALT workforce members, in their respective ACFs, as COs. He or she is also responsible for providing ACF-specific guidance for inclusion in this document.

c. Regional Acquisition Career Managers (ACMs) and the Acquisition Certification Manager, serve as Reviewing Officials for all certification documentation. In this capacity, they assess whether the mandatory education, experience and training certification standards appear to have been met and if adequate documentation is provided to allow the CO to validate the certification.

    i. The Acquisition Certification Manager in the Acquisition Management Branch (AMB), U.S. Army Human Resources Command (HRC), is responsible for active duty officers and noncommissioned officers (NCOs).

    ii. Regional ACMs are responsible for all civilian ALT workforce, AAC, and Competitive Development Group/Army Acquisition Fellows (CDG/AAF) Program members. They will also process certification requests for non-ALT individuals seeking acquisition certification.

    iii. The Army National Guard (ARNG) Acquisition Management Office is responsible for ARNG officers and technicians.

    iv. ACMs/Assignment Officers in St. Louis, MO, are responsible for officers in the U.S. Army Reserves (USAR).

    v. NOTE: From this point forward, regional ACMs, Assignment Officers, NCO Acquisition Workforce Program Manager and the Acquisition Certification Manager will be collectively referred to as Reviewing Officials.

d. COs are responsible for validating that current acquisition certification standards have been met for certification requests at Levels I, II, and III in their appointed ACF.

e. The first level supervisor has direct responsibility for ensuring their ALT workforce members' acquisition position requirements are met within the regulatory established timeframes i.e. within 24 months from date of assignment to position.

f. Individual ALT workforce members are responsible for meeting acquisition position requirements within the above established timeframes. Individual responsibility includes maintaining accuracy and completeness, of all acquisition records when requesting certification.

g. The Senior Regional Acquisition Officers (SRAOs) are responsible for certification requirements of all military officers within their respective regions.

6. **PROCEDURES.**

a. Designation of COs.

    i. When the need for a new CO is determined, the corresponding Regional Director, USAASC, recommends qualified candidates.

    ii. Once an appropriate candidate is identified and has agreed to act as a CO the Regional Customer Support Office (RCSO) sends an e-mail request for review and approval, along with the candidate's ACRB, ORB, ERB, or ARACMIS to the

appropriate FCR/FCRR.

iii. Upon approval of the candidate by the FCR/FCRR, the RCSO prepares the USAASC Welcome Letter for COs, signed by the Regional Director, and sends the letter to the new CO. The RCSO ensures USAASC's Strategic Planning and Analysis (SPA) Division receives a copy of the signed letter, thereby providing the authority to add the individual to the list of authorized COs maintained in the Civilian Acquisition Personnel & Position Management Information System (CAPPMIS) database.

iv. The FCR/FCRR may direct the deletion of a CO by contacting the Regional Director for the CO's region. When a decision is made to delete a CO, the RCSO provides a *"Thank You for Services Rendered"* letter to the applicable CO and provides a copy to the USAASC-SPA as the authority to delete the CO from the list maintained in the CAPPMIS database.

v. The RCSOs periodically review the list of COs in their regions to ensure the accuracy of the contact information and to ensure deleted and added COs have been documented.

b. Certification for ALT workforce members (civilian/military/ARNG/RC), non-ALT and non-Army applicants:

i. The requesting individual electronically submits the following documents to the Reviewing Official, as follows:

(1) Updated ACRB, ORB, ERB or ARACMIS (if available) reflecting the education, experience and training required, as well as the ACF and level being requested. ACRBs must be signed and dated by individual requesting certification.

(2) A résumé supporting the requested certification (for civilians only), an Officer Evaluation Report (OER) Duty Description for officers, Military biography and Addendum A for reserve officers or NCO Evaluation Report (NCOER) for NCOs

(3) For those ACFs with a positive education requirement, transcripts from an accredited educational institution shall be included with the initial certification request.

ii. The Reviewing Official checks the certification package for completeness; determines that the mandatory education, experience and training standards have been met; completes the certification standards checklist; and forwards to the appropriate ACF CO.

iii. The CO reviews the certification standards checklist to ensure all the standards have been met, to include supplemental guidelines from the Army's Functional community, if applicable (Appendix 4). The CO returns the signed ACRB, ORB, ERB, ARACMIS or non-system generated certificate to the Reviewing Official.

iv. For disapprovals, the CO annotates the reason(s) for disapproval on the certification standards checklist and returns the checklist to the Reviewing Official.

v. In the event the requesting individual disagrees with the denial, the individual

may appeal the CO's decision to the USAASC Proponency Officer for the ACF concerned. The Proponency Officer will provide an independent review of the certification package. Due to this independent review, the USAASC Proponency Officer shall not be designated as a CO. If the review agrees with the CO's decision, the individual is notified and no further action is required. If the Proponency Officer disagrees with the CO's decision, the individual may forward a request to the FCR/FCRR for a final decision.

vi. Reviewing Official completes the process as follows:

(1) For ALT workforce members, Army's non-ALT workforce members and Foreign Local Nationals, the Reviewing Official updates CAPPMIS and notifies the ALT workforce members accordingly.

(2) For active duty military, the Reviewing Official forwards the signed ORB, or ERB to the requesting individual and updates the Total Officer Personnel Management Information System (TOPMIS) and CAPPMIS databases.

(3) For ARNG personnel, the Reviewing Official forwards the signed ACRB to the requesting individual, and sends a copy of the ACRB to the National Guard Bureau Acquisition Career Management Advocate (ACMA) in the ARNG Acquisition Management Office for update of the CAPPMIS database.

(4) For RC, the Reviewing Official forwards the signed certificate and ARACMIS printout to the individual; updates CAPPMIS, the ARACMIS, and/or the Active Guard Reserve Management Information System (AGRMIS) as needed; places a copy of the board documents in the individual's Career Management Information File (CMIF); and forwards a copy of the certificate to the Personnel Electronic Records Management System (PERMS) for placement in the individual's military record.

(5) For non-Army applicants, tentatively selected for Army CAPs, the Reviewing Official will forward the signed certificate to the individual.

Figure 1: Required Documentation:

CATEGORY	ACRB	ORB	ERB	ARACMIS	RESUME	TRANSCRIPT	REVIEWING OFFICE	REVIEWING OFFICIAL
Civilian ALTWF	yes signed	n/a	n/a	n/a	yes	If ACF has positive education requirement	USAASC - Regional Customer Support Office (RCSO)	USAASC ACM
Active Military	n/a	yes	n/a	n/a	OER	If ACF has positive education requirement	HRC - Acquisition Management Branch (AMB)	Assignment Officer
ARNG	yes signed	n/a	n/a	n/a	n/a	If ACF has positive education requirement	ARNG - Acquisition Management Office	ARNG ACM

USAR	n/a	n/a	n/a	yes	n/a	If ACF has positive education requirement	HRC – St. Louis	HRC ACM/Assignment Officer
NCO	n/a	n/a	yes	n/a	yes	If ACF has positive education requirement	HRC - AMB	Acquisition Certification Manager/NCO Acq Workforce Manager (AWM)
Army Non- ALT Workforce Member	yes signed	n/a	n/a	n/a	yes	If ACF has positive education requirement	USAASC - RCSO	USAASC ACM
Foreign Local Nationals	yes signed	n/a	n/a	n/a	yes	If ACF has positive education requirement	USAASC - RCSO	USAASC ACM
Non-Army applicant, tentatively selected for an Army CAP	n/a	n/a	n/a	n/a	yes	If ACF has positive education requirement	USAASC - RCSO	USAASC ACM

7. **REVALIDATION.** Revalidation is the validation of certifications issued prior to October 1, 1999, that are not on an ACRB, ORB, ERB, or ARACMIS, and are processed as follows:

    a. In addition to a résumé for civilians, an OER for active duty officers, Military Biography and Addendum A for reserve officers, or an NCOER for active duty NCOs, academic transcripts, course certificate(s) or other official verification of certification, such as Army Training Requirements and Resources System (ATRRS) records, or signed and dated documents by the DACM or DDACM, must be included. The Reviewing Official compares the documents to the certification standards that were in place at the time the certification was granted. If the standards were clearly met, the certification is entered in CAPPMIS and/or TOPMIS and the document of record is updated using the date of the original certification and the "Army DACM" as the CO. If certification cannot be conclusively validated, the Reviewing Official forwards the electronic certification package to a CO for a decision.

    b. If the CO validates the certification, it is entered in the database with the original date of certification and the name of the new CO, and the appropriate document of record is updated. If the certification is not validated, the individual must meet the current ACF certification standards.

    c. Under the USD(AT&L) reciprocity policy, certifications issued by other military Departments or Secretary of Defense Agency Acquisition Corps are recognized with proof of certification. The Reviewing Official enters the date of certification in the database using the Air Force, Navy, or DoD DACM, as

appropriate, and updates the document of record (ACRB, ORB, ERB, or ARACMIS).

8. **LABOR RELATIONS.** Activities are reminded to meet all statutory labor relations obligations in the implementation of this policy.

9. **EFFECTIVE DATE AND IMPLEMENTATION.** This document is effective immediately and remains in effect until fielding of the USAASC's Certification Management System.

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Deputy Director
Acquisition Career Management

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APPENDIX 1
REFERENCES

1. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act of 1990, as amended

2. DoDD 5000.52, "Defense Acquisition, Technology and Logistics Workforce Education, Training, and Career Development Program", January 12, 2005

3. DODI 5000.66, "Operation of the Defense Acquisition Technology, and Logistics Workforce Education, Training and Career Development Program", December 21, 2005

4. DoD Desk Guide for, "Acquisition, Technology, and Logistics Workforce Career Management", January 10, 2006

5. DoD "Mandatory Course Fulfillment Program and Competency Standards", April 1999

6. AR 70-1, Army Acquisition Policy, December 2003

7. DA PAM 600-3, "Commissioned Officer Professional Development and Career Management", December 28, 2005

8. Memorandum, "Enforcement of Mandatory Certification Requirements Relating to Acquisition Workforce and Corps Members," October 12, 2006

9. Army Implementing Instructions for the DoD "Acquisition Career Management Mandatory Course Fulfillment Program", October 27, 2006

10. Defense Acquisition University (DAU) Catalog, www.dau.mil/catalog

APPENDIX 2
DEFINITIONS

1. Acquisition. The conceptualization, initiation, design, development, test, contracting, production, deployment logistic support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy the Department of Defense needs, intended for use in or in support of military missions.

2. Acquisition Career Management Advocates (ACMAs). A senior level Army Acquisition Corps member, chartered by the Director of Acquisition Career Management (DACM) and/or Deputy Director of Acquisition Career Management (DDACM), located throughout areas where there are large concentrations of workforce members to serve as an advocate for the Army Acquisition Logistics, and Technology (ALT) workforce.

3. Acquisition Career Record Brief (ACRB). Officer Record Brief (ORB), Enlisted Record Brief (ERB), and Army Reserve Acquisition Corps Management Information System (ARACMIS): The official documents of record of an individual's education, training, experience, certification and acquisition assignment history.

4. Acquisition Certification Managers (ACMs). An individual assigned to the Human Resource Command (HRC), Acquisition Management Branch (AMB), who perform duties as a Reviewing Official for active duty military officers and NCOs, and provide updates to the ORB and ACRB reflecting the results of the certification requests.

5. Assignment Officer. Military officers assigned to the HRC, AMB, serving in a capacity to assign Army Acquisition Corps (AAC) military personnel to AL&T Workforce and AAC positions, provide assistance on updates to the ORB and facilitate the implementation of the officer's Individual Development Plan (IDP).

6. Certification. Certification is the process through which it is determined that an individual meets the mandatory education, experience, and training standards established for an Acquisition Career Field (ACF) and to a specific Acquisition Career Level (ACL) I, II, or III in effect at the time of request for certification. Certification is granted when a designated ACF Certifying Official (CO) validates, by signature, on the official document of record that the mandatory ACF standards for certification have been met.

7. Certifying Officials (COs). Individuals who are AAC members, Level III certified, LTC or civilian GS-14 broadband/payband equivalent and have been identified by the Functional Chief Representative to certify individuals within a specific ACF.

8. Fulfillment. The fulfillment program enables members of the ALT workforce to receive credit for mandatory Defense Acquisition University (DAU) training for which they are able to demonstrate competency through education, experience, and/or alternative training. Actual course participation, however, remains the preferred method. (see Appendix 3)

9. Functional Chief Representatives (FCRs). Senior Army representatives designated by the Functional Chief in the occupational area associated with their ACFs. The

FCR is responsible for approving the list of certifying officials in their ACF. FCRs are the deciding officials for all disputed certification and fulfillment requests made by a certifying official.

10. <u>Functional Chief Representative Representatives (FCRR).</u> Act on behalf of the FCR when appropriate and so designated by the FCR.

11. <u>NCO Workforce Program Manager.</u> An individual assigned to the U.S. Army Acquisition Support Center (USAASC), serving in a capacity to assign AAC NCOs to AAC positions, provide assistance on updates to the ERB or ACRB and facilitate the implementation of the NCO's IDP.

12. <u>Proponency Officers.</u> Individuals assigned to USAASC, responsible for: reviewing and developing policy and procedures for ACF initiatives; developing and maintaining the career model; and, establishing a career path for each assigned ACF.

13. <u>Regional Acquisition Career Managers.</u> Individuals assigned to USAASC who provide career development guidance to civilian AL&T workforce members, AAC members, and Competitive Development Group/Army Acquisition Fellows (CDG/AAF) members.

14. <u>Requesting Individual.</u> An individual requesting certification within an ACF.

15. <u>Reviewing Officials.</u> The Regional Acquisition Career Managers, NCO Workforce Program Manager, Acquisition Certification Manager, Assignment Officers, Chief, National Guard Acquisition Career Management Office and Chief, Reserve Acquisition Career Management Officer responsible to conduct independent review of certification records to assess compliance with regulations, guidance and law.

16. <u>Senior Regional Acquisition Officers.</u> A senior military officer with a primary role that relates to initial counseling with IDP within the first 90 days and overall responsibilities for certification with military officers within the command.

17. <u>System-generated certificates.</u> The official document of record, resulting from CAPPMIS, Section X, Achievements, for all Defense Acquisition Workforce Improvement Act (DAWIA) acquisition certification achievements, can be printed at any time through CAPPMIS at:
https:rda/altess.army.mil/cappmis/index.cfm?fuseaction=cSplash.doSplash.

APPENDIX 3
FULFILLMENT

1. **FULFILLMENT DOCUMENTS:** DD 2518 with self-assessment
   a. Résumé
   b. Other supporting documentation, such as ACRB, SF50, college transcripts, Government sponsored training certificates, etc.

2. **REVIEWING OFFICIAL:** The Reviewing Official provides the CO the documents addressed in Paragraph 6, Procedures, above.

3. **FULFILLMENT VALIDATION:** When reviewing the fulfillment package, the CO should:
   a. Use the DAU Catalog, Chapter 3 for course material and Appendix 4 of this Acquisition Career Field Interim Certification Policy and Procedures for special requirements.
   b. Concentrate on the employee's self-assessment to determine if the course competencies have been successfully met.

4. **CO SIGNATURE:** Upon review, the CO signs the DD 2518 with an approval or disapproval. If fulfillment is disapproved, a justification should be annotated on the form.

NOTES:
1. All the guidance under paragraph 6, Procedures, applies to U.S. Army Reserve Officers applying for certification.
2. Specific guidance from ACF FCRs: Questions or clarification on the ACF FCR guidance may be directed to the ASC Proponency Officer for the ACF concerned.
3. This is a "living document" and suggestions for change and updates may be made at any time by contacting an USAASC Proponency Officer. If the change is specific to an ACF, please contact the Proponency Officer for that career field so he or she may ensure coordination with the ACF FCR/FCRR concerned.

APPENDIX 4
FUNCTIONAL SUPPLEMENTAL GUIDELINES PROVIDED BY THE FUNCTIONAL CHIEF OFFICE

Note: Questions or clarification on the ACF FCR guidance may be directed to the ASC Proponency Officer for the ACF concerned. For Proponency Officer contact information, please go to: http://asc.army.mil/contacts/divisions/default.cfm#cm.

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Business, Cost Estimating, and Financial Management (K)
No Applicable Supplemental Guidance at this time.

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Contracting (C)

1. In addition to the DAU curriculum, electives are required for each contracting certification level. The electives must be a course or structured learning activity with specific learning objectives tailored to the needs of the employee or the organization. The electives must earn a minimum of 4 continuous learning points each and be documented on the employee's Individual Development Plan (IDP) and/or with a course certificate. A copy of this shall be included with the request for certification and indicates the supervisor's approval of the elective(s). The elective must be taken after the date the individual enters the career field or after the date the individual obtained his or her last certification, whichever is later.

2. For Contracting, the education or training must be in contracting, purchasing, or procurement.

3. Except as noted, and to the extent possible, all contracting personnel shall be certified within their contracting activity by the Principal Assistant Responsible for Contracting (PARC) or another duly appointed certifying official who is in a position to adequately assess their experience.

4. The Soldiers in MOS 52C will request certification through the Acquisition Management Branch and must meet all certification prerequisites. Soldiers in MOS 51C will be certified by a duly appointed certifying official. The Soldier's ERB will be annotated with certification level and area of concentration awarded.

5. The USAR 51C Officers and MOS51C NCOS will request certification through the

USAR Human Resources Command in St. Louis. USAR officers and NCOs will be certified by another duly appointed certifying official. The Officer's ORB or the NCO's ERB will be annotated with the certification level and area of concentration awarded.

6. Certification at Level III in the Contracting ACF requires at least four years of experience in which the Individual has performed the full range of contract placement or contract administration activities or served in a contracting position performing oversight or support of such functions. No less than one year of this experience must be hands-on contract placement or administration, without limitation in scope, on a full-time basis. Experience as a Contracting Officer's Representative (COR), civilian contracting career manager, or military assignment officer shall not be the basis for certification in the Contracting ACF.

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Facilities Engineering (F)

No Applicable Supplemental Guidance at this time.

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Industrial and/or Contract Property Management (D)

See guidance on the electives requirement under Contracting.

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Information Technology (R)

1. In evaluating the experience for certification at Level III, experience in the C4IT developmental testing arena in support of PEO/PM requirements counts toward the 2 years in a program office or similar organization.

2. Level III certification requires 4 years of information technology or software-intensive systems acquisition experience of which at least 2 years must be in a program office or similar organization (dedicated matrix support to a PM or PEO, DCMA, Program Integrator, or Supervisor of Shipbuilding). In evaluating the experience for certification at level III, experience in the C4IT developmental testing arena in support of PEO/PM requirements counts toward the 2 years in a program office or similar organization.

Life Cycle Logistics (L)

1. The Deputy Assistant Secretary (Integrated Logistics Support), the Functional Chief Representative (FCR) for the Life Cycle Logistics career field, has determined that obtaining equivalency through the DoD Mandatory Course Fulfillment Program for LOG 304, Executive Acquisition Logistics Management, and LOG 235 A/B, Performance Based Logistics A/B will be approved only by himself or his FCRR. Certifying officials in Life Cycle Logistics may not approve fulfillment for these courses. The appropriate fulfillment package, approved by the supervisor for submission, must be forwarded to the FCRR—not the FCR—for approval. The FCR will make the final determination. Fulfillment of these courses will be by exception on a case-by-case basis and will take into consideration the individual's experience in acquisition and logistics and completion of level I and level II courses. The FCR's view of fulfillment is that it is an adjunct to other course completion and not the sole means of certification.

2. LOG 102 is required, along with LOG 101, for level I certification for all acquisition and sustainment logisticians.

3. LOG 203 and LOG 204 or LOG 205 completed prior to January 1, 2004 will be accepted in lieu of LOG 235 A/B for level II certification only through September 30, 2004. LOG 201, Intermediate Acquisition Logistics, continues to be a level II requirement. Applicants for Level II certification beginning October 1, 2004, must have completed LOG 235 A/B.

4. All LCL certification applicants, previously certified at Level II, must have completed LOG 235 prior to enrollment in LOG 304.

Production, Quality and Manufacturing (H)

No Applicable Supplemental Guidance at this time.

Program Management (A)

1. The function entails centralized management (generally through IPTs) of a specific weapon system(s) or information system(s) to (typically) include authority and responsibility for planning, organizing, staffing, controlling, and leading the combined efforts of participating and/or assigned civilian and military personnel or organizations practicing any acquisition management function. The management of specific defense acquisition program(s), project(s), product(s), or subsets by exercising cost, schedule and performance (C/S/P) responsibility throughout the system life cycle.

2. Note that experience for Level III in Program Management (PM) requires that at least two of the four years experience be in a program office or similar organization; i.e.,

dedicated matrix support to a PEO or PM. At least one of the years of experience must be in a PM position with cost, schedule, and performance responsibilities.

Purchasing (E)

1. See guidance on the electives requirement under Contracting above.
2. Certification at Level III requires prior completion of all training required for Level I and II certification.

Systems Planning, Research, Development and Engineering – Science and Technology Manager (I)

No Applicable Supplemental Guidance at this time.

Systems, Planning, Research, Development and Engineering – Systems Engineering (S)

No Applicable Supplemental Guidance at this time.

Test and Evaluation (T)

T&E experience in non-T&E assignments consisting of the following will constitute credible T&E experience:

1. Serve on a T&E Working-level Integrated Product Team (T&E WIPT) in a primary role (for example, PM, materiel developer, combat developer, system evaluator, or tester). PM role shall consist of T&E WIPT Chair, Assistant PM for T&E or primary project test POC.
2. Serve as a Test Director, Test Officer, or technical test support in the system acquisition process.